

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
2006 APPLICATION FOR TRANSPORTATION ENHANCEMENT PROJECT
(USE TRANSPORTATION ENHANCEMENT INFORMATION GUIDE FOR ADDITIONAL INFORMATION)

APPLICANT INFORMATION

Applicant: _____
Address: _____ Daytime Phone: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Contact Phone Number: _____ E-mail: _____
Fax Number: _____ Date: _____

SPONSOR INFORMATION (IF OTHER THAN APPLICANT)

Sponsoring Agency Name: _____
(Please note, Sponsor must be a governmental agency)
Type of Sponsor: ☐ Public University/School ☐ Local Government ☐ State Government ☐ Other
Is the Sponsoring Agency willing to accept liability and maintenance of the project? ☐ Yes ☐ No
Address: _____ Daytime Phone: _____
Contact Person: _____ Title: _____
E-mail: _____ Fax Number: _____

CONSULTANT INFORMATION

If known, please provide consultant information. Please note that companies that are on DOTD's disqualified or disbarred list cannot be used on Enhancement projects.

Name of Company: _____
Address: _____ City: _____
State: _____ Zip: _____ Contact Person: _____
Title: _____ Phone Number: _____
E-mail: _____ Fax Number: _____

BRIEF PROJECT INFORMATION

Name of Project: _____
Facility Name (If Different from Project Name): _____
Brief Project Description: _____

Project Location (Attach Map): _____ Parish (es): _____

Please State House District No project is located in: _____ State Senate District No.: _____

Length & Project Ends (If Applicable): _____

Priority (Relative to other applications submitted by Project Sponsor this cycle): _____

Does this project require professional design services? ☐ Yes ☐ No If yes, use 95/5% match.

Is Sponsor providing funding for required match? ☐ Yes ☐ No

Will Additional funding be provided over and above required match for project? (**Engineering costs are not additional funding for 95/5 match**) ☐ Yes ☐ No How much? _____

Is this project a continuation of a phased project? ☐ Yes ☐ No Which Phase of the series? _____

State Project Numbers/Names of other phases: _____

ELIGIBILITY CRITERIA

Please note: All questions must be answered. "See Attached" is NOT acceptable. Checking all activities possible does not ensure or increase eligibility. Each activity checked must meet all criteria listed for that activity in the INFORMATION GUIDE.

PROJECT CATEGORY (CHECK ONLY THOSE ACTIVITIES THAT WILL BE FUNDED WITH ENHANCEMENT FUNDS)

- ☐ Provisions of facilities for pedestrians and bicycles
- ☐ Safety-education and Safety-educational activities (pedestrians and bicyclists) (*Category is not related to safety issues but safety education*)
- ☐ Acquisition of scenic easements and scenic or historic sites (**including historic battlefields**)
- ☐ Scenic or historic highway program (tourist and welcome center facilities) (*Note: Facility must be for a recognized Louisiana Scenic Byway to qualify*)
- ☐ Landscaping and other scenic beautification
- ☐ Historic preservation
- ☐ Rehabilitation and operation of historic transportation buildings, structures or facilities
- ☐ Preservation of abandoned railway corridors
- ☐ Archaeological planning and research
- ☐ Mitigation of water pollution due to highway run-off or reduce vehicle caused wildlife mortality while maintaining connectivity
- ☐ Establishment of transportation museums

OTHER CONSIDERATIONS FOR ELIGIBILITY

For Metropolitan Areas over 50,000 population, has the Metropolitan Planning Organization (MPO) endorsed the project? ☐ Yes ☐ No (If yes, please attach the MPO letter of endorsement.)

For Areas under 50,000, does the project have the endorsement of the local government? ☐ Yes ☐ No

Does all right-of-way necessary for the project fall within public ownership or lease? ☐ Yes ☐ No

If yes, was this right-of-way obtained using federal guidelines? ☐ Yes ☐ No

If no, can the applicant/sponsor obtain the property by Fee Simple or 25 year lease within 1 year of acceptance in the program? ☐ Yes ☐ No

Will all of the project to be constructed inside State-Maintained Highway right-of-way? ☐ Yes ☐ No

If not all, is any part of it being constructed inside State-Maintained Highway right-of-way? ☐ Yes ☐ No

Does any part of the project encroach on or cross railroad ROW? ☐ Yes ☐ No (If yes, please attach a document showing right of entry from the affected railroad or an executed encroachment agreement with the affected railroad.)

Does the project fall into one or more of the historic categories? ☐ Yes ☐ No. If so, is the property

☐ Applied for or ☐ Listed on the National Register of Historic Places?

Is the Sponsor aware that the project must conform to applicable requirements of Americans with Disabilities Act or any other state or federal laws concerning accessibility? ☐ Yes ☐ No

If the project involves landscaping on State-Maintained Highway right-of-way, has a letter of no objection been obtained from the DOTD Chief Landscape Architect and the DOTD District Maintenance Engineer? ☐ Yes

☐ No (If yes, please attach copies.)

If the project is for a tourist information center or welcome center along a designated Louisiana byway, has a letter of no objection been obtained from the Louisiana Byways Manager at DCRT? ☐ Yes ☐ No (If yes, please attach copy.)

DEMOGRAPHIC SNAPSHOT

Data on the public to be serviced by this project is being requested. Please answer the questions below based on the likely users.

Will this project serve a low-income community? ☐ Yes ☐ No

Will this project serve minorities (Black, Hispanic, Asian and Pacific Islander, American Indian or Alaskan Native)? ☐ Yes ☐ No

Will this project serve senior citizens (age 65 or older)? ☐ Yes ☐ No

Will this project serve those physically challenged (disabled, handicap, etc.)? ☐ Yes ☐ No

DETAILED PROJECT DESCRIPTION

Describe all work necessary for the project. If the project is to be phased, first give overall description of entire project with cost, then detail items for which funding is sought. Description should reflect only activities checked under project category and limited to the space provided.

MAPS, PLANS, & PHOTOGRAPHS

Attach project location map(s); project boundary map and site plan (if available). Include photographs of the existing site and/or facility if applicable. Please note that this application will be reproduced, so please provide maps in a “reproducible friendly” format (on 8 ½” x 11” paper, No Polaroid pictures please). Comments on the projects should be outlined in the space provided.

PROJECT COST

Itemize **ALL** project elements and costs for which funding is being sought only. **All construction projects will be bid and advertised by DOTD, take this into consideration when preparing project costs.** List item, description, quantity, unit price, amount, etc. Include items for mobilization, temporary signs and barricades, irrigation systems for landscaping, and construction layout (if layout is applicable and to be performed by contractor). Be sure to have as complete and accurate a cost estimate as possible for all phases of the work. For projects involving historic buildings, it is strongly suggested that the Sponsor contact professionals who deal with historic renovation as “hidden costs” may occur, such as asbestos and lead paint abatement or extra costs to maintain historical accuracy. Funding may not be available to cover inadequate cost estimates, and may jeopardize the completion of the project. Indicate if Sponsor is providing additional funds above the required local match and amount of additional funds. Please note that for 95/5 projects, engineering costs are not considered additional funds. Itemize below:

IMPLEMENTATION

Do you have an implementation plan for your project? ☐ Yes ☐ No Explain how you plan to implement your project (include anticipated start date, design date, implementation timeframe, completion date and any anticipated “hold-ups”). Please note that due to DOTD processing and scheduling constraints, if your project is selected it will not be bid until at least 3 years from inclusion in the program. Also note that it is a program policy, that if a project has not shown significant progress (as determined by the Transportation Enhancement Program Manager) 3 years after inclusion in the program, the project will be cancelled.

OPERATION AND MAINTENANCE COSTS

Please briefly describe the Maintenance and Operating Plan for this project. Include an estimate of the annual cost of maintenance and operation including the source of those funds.

PROJECT BENEFITS

Please indicate in the space provided how the project benefits the state and/or community. Examples include economic, quality of life, quality of transportation, and quality of environment. If project benefits safety of pedestrians and/or bicyclists, please include information on applicable accident and/or fatality information/records. If project provides access to schools, please show location of school to the project on the location map. **Though attachments may be included, “See attached” for project benefits description is NOT acceptable.**

LOCAL SUPPORT

Describe local support for the proposal. **(No letters are required. If sent, please do NOT have any letters sent directly to DOTD unless attached to the submitted application.)** In space provided, document any public participation that was used in the development of this project:

80/20 FUNDS REQUESTED, LOCAL MATCH AND SOURCE

80/20 match must be used for non-construction projects. Example: Right-of-way acquisition, safety education projects involving no engineering.

LINE 1—Total project cost \$ _____

LINE 2—Local match (minimum 20% of project cost) \$ _____

LIST SOURCES OF MATCH

AMOUNT

A- _____ \$ _____

B- _____ \$ _____

C- _____ \$ _____

D- _____ \$ _____

E- _____ \$ _____

TOTAL AMOUNT OF MATCH (Should be equal to Line #2 above) \$ _____

LINE 7—Funds Requested by Applicant: \$ _____
(Subtract Line 2 from Line 1, Round to nearest \$100)

CERTIFICATION

The undersigned has authority to sign on behalf of the Sponsor and certifies that the undersigned has legal authority to enter into contract to implement this project. The undersigned certifies that all information provided is complete and accurate to their best knowledge. The undersigned acknowledges that if the project is accepted into the Transportation Enhancement Program that funding and scope of work requested in this application **shall not** be changed from that originally requested. Any additional costs will be borne by the Sponsor.

SIGNATURE

DATE

TITLE

PHONE NUMBER

PRINTED NAME

You should send one (1) bound application and three (3) stapled copies of the application.

The bound application and the extra 3 copies should be submitted to:

Louisiana Department of Transportation and Development

Attention: Ms. Valerie Horton

P.O. Box 94245

Baton Rouge, LA 70804-9245

Physical Address: 1201 Capital Access Rd.

Baton Rouge, LA 70802

95/5 FUNDS REQUESTED, LOCAL MATCH AND SOURCE

95/5 match must be used for all construction projects.

LINE 1—Construction Costs \$ _____

LINE 2—Local match (minimum 5% of project cost) \$ _____

(Please note: Design and construction engineering costs do not count as additional match)

LIST SOURCES OF MATCH

AMOUNT

A- _____ \$ _____

B- _____ \$ _____

C- _____ \$ _____

D- _____ \$ _____

E- _____ \$ _____

TOTAL AMOUNT OF MATCH (Should be equal to Line #2 above) \$ _____

LINE 3—Funds Requested by Applicant: \$ _____

(Subtract Line 2 from Line 1, Round to nearest \$100)

CERTIFICATION

The undersigned has authority to sign on behalf of the Sponsor and certifies that the undersigned has legal authority to enter into contract to implement this project. The undersigned certifies that all information provided is complete and accurate to their best knowledge. The undersigned acknowledges that if the project is accepted into the Transportation Enhancement Program that funding and scope of work requested in this application **shall not** be changed from that originally requested. Any additional costs will be borne by the Sponsor.

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Baton Rouge, LA 70802

General Instructions for Completing Enhancement Application

- This booklet and the application checklist should help make completing the application easier. If, after reading through these materials, you have any questions, contact:

Louisiana Department of Transportation & Development
1201 Capital Access Road
P.O. Box 94245
Baton Rouge, LA 70804-9245

Attention: Ms. Valerie Horton
Phone Number: (225) 379-1585
Fax Number: (225) 379-1351
E-mail: vhorton@dotd.louisiana.gov

- The first step is to use the Transportation Enhancement Information Guide (TEIG). This guide describes the kinds of projects that are eligible and helps you determine whether your project is eligible and how it should be classified.
- You should determine if you are in a Metropolitan Area (MPO) by referring to the map following this section. If you are in a Metropolitan Area, please contact your MPO representative. A listing of MPO directors is in the TEIG.
- In preparing the documentation, remember that the applications will be copied and distributed to various people who require information for grading and/or selection of projects. With this in mind, here are some tips for preparing your application.
 1. You must use the application form to submit your project. Remember that well completed applications are key to project selection and funding. Applications should be complete and accurate.
 2. Wherever possible, use only the space available in the application form to provide the requested information.
 3. Provide enough detail in your project description that reviewers, graders and selectors can clearly understand your project.
 4. If you attach information, provide it in a format that can be easily copied on 8 ½" x 11" paper. Also, if the application is to be bound, send applications either stapled or in a 3-ring binder type format. **NO SPIRAL BINDING OR DUOTANG FOLDERS PLEASE.**
 5. Supplemental information that gives a clearer picture of the impact of the project may be included. However, please limit additional information to phases of the project that is relevant to the spending of the Transportation Enhancement Funds sought.

- Some additional points that are important enough to be emphasized:
1. The sponsor must be a public agency, and the application must include a certification signature of someone with authority to commit that public agency to a contract.
 2. Funds spent prior to authorization **are not** eligible for reimbursement and cannot be counted toward matching funds. *Consultant services or sponsor provided planning and/or design services for the project are not subject to this timing limitation if they are to be used as part of the sponsor's match share (95/5% match option).*
 3. Project cost estimates must contain enough detail that the various cost elements of the project are clear. Detailed estimates in the body must be consistent with the final page of the application.
 4. If work is proposed on or adjacent to a facility currently open to use by the public, an estimate of the amount needed to provide Traffic Control (signs, barriers, cones, temporary markings, etc.) during construction (or planting) should be provided.
 5. **This is not a grant program!** The Transportation Enhancement Program is a **COST-REIMBURSABLE**, pay-as-you go program. Costs incurred before FHWA project authorization (expenditure approval) are not compensable. All contractual documents must be executed before items can be reimbursed.
 6. An unusual feature of the Transportation Enhancement Program is that other Federal funding sources may be used as part of the Sponsor's match. However, the Federal funding **must be** supplied by an agency other than the US Department of Transportation (USDOT).

DETAILED INSTRUCTIONS FOR COMPLETING THE APPLICATION

Applicant Information: Please provide all requested information. The contact person should be someone who is familiar with the project. They should be able to answer any questions or provide additional information on the project. This will be LA DOTD's primary contact. An applicant may be any group or individual within the State of Louisiana, however, **every project must have a governmental sponsor.**

Sponsor Information (If Other Than Applicant): Please provide all requested information. Sponsor must be a governmental agency, such as local, state universities (not private), regional, parish, state or federal agencies. In general, the sponsor will be responsible for supplying the match share, managing and maintaining the project and will be responsible for the legal liability for the project.

Consultant Information: Only fill out if known. Please provide all requested information. Please note that consultant firm on DOTD's disqualified or disbarred lists may not be used on Enhancement Projects.

Brief Project Information: Please provide all requested information, including State Legislature District Numbers in which the project is **located**. Later in the application there is space provided for a detailed project description. Keep in mind that in this space the project description should be as brief as possible. The project location should read as running from west to east or north to south and should include road names and numbers. Please include a map, with a north arrow and scale, showing the project location, termini points, length, typical section (if available). Locate on the map any public facilities (parks, schools, etc) that may be affected by the proposed project. Indicate on the map if any state right-of-way is used for the project. If there are other projects being submitted at the same time, please indicate what priority should be put on the project in relation to the other submitted projects. Please provide any information on other phases that are under design or construction.

Eligibility Criteria: Please provide all requested information. Using the information on the eligibility categories in the “Transportation Enhancement Information Guide”, determine which category or categories that your project fits. Each activity checked must meet **all** criteria listed for **that activity** outlined elsewhere. Answer all questions concerning other considerations for eligibility and provide documentation requested. It will be important for the Applicant/Sponsor to do the preliminary “legwork” in order to ensure the selection of the project. Right-of-way acquisition, historical preservation requirements, and railroad encroachment right of entry/encroachment agreements are time-consuming efforts that the preliminary “legwork” must be in place for the project to proceed in a timely fashion. It is the **goal** of LA DOTD to bring the selected enhancement project to Final Document stage as quickly as possible after selection into the program.

Detailed Project Description: Describe all necessary work needed to complete the proposed project and overall cost of all phases. Description should reflect only activities checked under the project category or categories. This description should fully describe all aspects of the work that the Sponsor is requesting funds for. Phased projects should have no more than 3 phases. Phases must be logical and should be “stand-alone” projects. Sponsor should indicate which phase is being applied for.

Maps, Plans, and Photographs: Attach project location and vicinity map(s), project boundary map and site plan (if available). Include photographs of the existing site and/or facility. Maps should be constructed in a “reproducible friendly” format. Maps should have a north arrow with scale and read as running from west to east or north to south (“north-up orientation”) and should include road names and numbers. State and Federal routes involved in the proposed project should be marked. Right-of-way to be used on the project should be indicated along with whether State owned property is being used. Phased projects should show all phases with project limits for each phase. Project phase for which funding is being requested should be clearly indicated with specific information on that project alone being detailed.

Project Cost: Itemize all project elements and costs. **Please note that all construction projects will be bid and advertised through LADOTD.** If phased, only that phase for which funding is being requested should be detailed, however, the projected overall cost for all phases should also be indicated. Include calculations to support the budget, as budget considerations are very important. List item, description, quantity, unit price, amount, labor costs, supplies and materials, etc. Include items for mobilization, temporary signs and barricades, irrigation systems for extensive landscaping, and construction layout (if applicable and layout is to be performed by contractor). For projects involving historic buildings, it is strongly suggested that the Sponsor contact professionals who deal with historic renovation as “hidden costs” may occur, such as asbestos and lead paint abatement or extra costs to maintain historical accuracy. Additional Federal funding will

not be available to cover inadequate cost estimates and may jeopardize the completion of the project. Indicate if Sponsor is providing additional funds above the required local match and the amount of additional funds. (Do not include engineering costs as additional funds as this is a requirement for the 95/5 match funds.) Indicate if right-of-way acquisition is to be used as the required local match with a projected value of the property. (Once selected, the property value must be established by a LA DOTD certified appraiser in accordance with Federal guidelines.) **All right-of-way acquisitions must be cleared through the appropriate District Real Estate Officer.**

Implementation: Please indicate if this project is ready for project funding, i.e. has any of the implementation strategy been completed—design, environmental documentation, right-of-way, etc. Also, please describe the implementation strategy, including start date, design date, implementation timeframe, anticipated completion date, and any foreseen “hold-ups” for the project. In addition, indicate what steps will be required to fully implement the project. LA DOTD estimates up to six (6) months for environmental clearance and generation of final bid documents from the approved final plans, cost estimate and technical specifications (PS&E) required from the Sponsor up to four (4) months. (The four months include obtaining authorization from FHWA for the project and placement of the project on the LA DOTD’s letting list. From the letting to the signing of the project is up to two (2) months.

For construction projects only, implementation schedule should be projected to deliver of final plans to LA DOTD. Once the final plans are delivered, LA DOTD will schedule the project according to availability of funds. Minimum amount of time before project can be let is four (4) months from PS&E delivery, however actual time may be more due to the availability of funds.

Please note that it is a program policy, that if a project has not shown significant progress (as determined by the Transportation Enhancement Program Manager) 3 years after inclusion in the program, the project will be cancelled.

Operation and Maintenance Costs: As LA DOTD (as a rule) does not assume the maintenance required for enhancement projects, the Sponsor must show a plan for operation and maintenance of the project. Projects should be in place and maintained for a period of not less than ten (10) years, unless otherwise agreed upon. To ensure the appropriate upkeep of this investment, applicants must submit maintenance plans (including budgets) and agreements for the projects listed on the application. Include an estimate of the annual cost of operation as well as the annual cost of maintenance and the source of those funds.

Maintenance on landscaping projects within state owned right-of-way should be discussed with and a letter of no objection obtained from the appropriate LA DOTD District Maintenance Engineer.

Project Benefits: Please detail how the project benefits the state and/or community. Benefits could possibly include economic, quality of life, quality of transportation, and quality of environment. If the project benefits safety of pedestrians and/or bicyclists, please include information on applicable accident/fatality information and records. If project provides access to public facilities, please detail what facilities are affected and the portion of the population that will benefit from the project.

Local Support: Describe the local support for the proposal by **listing** the support letters from donors or sponsors committing non-federal share of project costs, commitment or support from sponsors, local government officials and regional organizations, and any other support letters

obtained for this project. Document any public participation that was used to develop the project. **(No letters are required. If sent, please do NOT have any letters sent directly to DOTD unless attached to the submitted application.)**

Funds Requested, Local Match and Source: Please fill out all requested information on either the 80/20 or the 95/5 form, not both. Only 95/5 will be available for construction projects, the Sponsor must be prepared to provide for design and construction engineering services **in accordance with DOTD standards**. List sources and amounts of your match funds. **(Please note that design engineering and construction inspection costs are NOT match funds or additional money.)** Match funds may be supplied from other federal agencies besides USDOT funding sources (unique to Enhancement Program). Line 3 should show only those funds being requested from the Enhancement program rounded to the nearest \$100.

Certification: Certification should be from an individual with the authority to sign on behalf of the Sponsor. By signing the certification, the signatory is certifying that the Sponsor has the legal authority to enter into contract to implement the project and that all information provided is complete and accurate to their best knowledge.

APPLICATION CHECK LIST

Not every item in the list that follows will apply to all applicants. It can be helpful as a guide, however, in seeing to it that all parts of the application process have been completed.

- ☐ Review eligibility requirements for the type of applicant.
- ☐ Review the Transportation Enhancement Information Guide to insure eligibility of the project and its category.
- ☐ Verify that historic projects are listed on or eligible for the National Register.
- ☐ Verify project's conformance to disability regulations.
- ☐ Verify that the possibility of asbestos abatement and lead paint containment has been taken into account.
- ☐ Provide location maps, project boundary maps, site plan, and photographs of existing site or facility.
- ☐ Prepare itemized list of all project elements and their costs, including quantity, unit prices, and so on.
- ☐ Identify ownership of all property and, if property is to be acquired, the value of the property. For right-of-way property costs to be eligible for funding through the Enhancement Program, the property cannot be owned by the Sponsor **BEFORE SELECTION** into the Program. However, if the Sponsor desires to use the right-of-way property costs as **MATCH**, property must be purchased and/or donated in accordance with Federal guidelines with an appraisal by a LA DOTD certified appraiser and be purchased specifically for use in the Enhancement Project.
- ☐ For projects on LA DOTD Rights-of-way, contact appropriate District office in your area for approvals/permits.
- ☐ List the local support for the project.
- ☐ Provide description of plans for maintenance and management of the project including sources of funding.
- ☐ Provide list of sources for matching funds and amounts. Note that the Sponsor's match share, if supplied by Federal funding sources must originate from an agency other than the US Department of Transportation.
- ☐ Provide certification with a signature of an individual authorized to commit the applying body to a contract.
- ☐ Prepare required number of copies of the original application and accompanying supplements.
- ☐ Send original and copies to the LA DOTD at the address shown on the application.